

SENIOR RADIOLOGIC TECHNOLOGIST, CORRECTIONAL FACILITY (SUPERVISOR)



OPEN, NONPROMOTIONAL – SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENT OF CORRECTIONS AND REHABILITATION
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period for this examination is **January - December**.

HOW TO APPLY Submit applications to one of the address(es) indicated on the attached listing of Local Testing Offices. Each testing office will accept applications continuously and will notify and test applicants as needs warrant. You must submit a separate application to each testing office of your choice. Applications may be filed in person or by mail.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.
NOTE: Only applications with an original signature will be accepted.
NOTE: The wearing of denim or gray sweats on institution grounds is prohibited.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) **As of: July 15, 2005**
Range A: \$3169 - \$3783
Range B: \$3493 - \$4171

Hiring Above The Minimum
All correctional institutions **may** authorize a “Hiring Above the Minimum” (HAM) a salary differential. Extraordinary qualifications, and experience and current salary will determine the actual starting salary. The hiring authority will review your credentials and evaluate your experience and recent earnings to determine if a HAM salary differential may be applicable.

Recruitment and Retention (R&R) Bonus (as of July 15, 2005)
\$2400 Annual Geographic Recruitment and Retention Bonus (limited to Avenal State Prison, Ironwood State Prison, Chuckawalla Valley State Prison, Calipatria State Prison, and Centinela State Prison) payable after 12 months of full-time employment.

Scholarship Fund to encourage and assist bargaining unit employees to obtain a license, certification or higher educational degree in nursing, teaching and related health care and education professionals through the provision of financial support.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- Institutional Workers Supervision Pay Differential
- Evening and Night Shift Differential Pay
- Up to \$450 annual Uniform Allowance
- Reimbursement of License/Certificate Renewal Fee (Actual Cost)
- Professional Dues Reimbursement (\$50 maximum)
- Reimbursement for Mandatory Training and Continuing Education Courses
- California Public Employees’ Safety Retirement System (Exempt from paying into the Federal Social Security System)

BENEFITS
(CONTINUED)

Note: The compensation listed above may be changed as a result of legislation, revision to the Bargaining Unit 20 Memorandum of Understanding (MOU), or other State action. Should there be a conflict between this document and changes in the requirements of law, State policy, or Unit 20 MOU, the latter will control.

MINIMUM
QUALIFICATIONS

License/Certificate: Possession of a current valid certificate as a certified Radiologic Technologist in diagnostic radiologic technology issued by the California State Department of Health Services. (Applicants who are in the process of securing such certification will be admitted to the examination but must possess such certificate before they will be considered eligible for appointment) **and**

Either I

Experience: One year of experience performing the duties of a Radiologic Technologist, Correctional Facility, in the California state service.

Or II

Experience: Three years of experience, including training in radiologic techniques and methods, under an accredited medical radiologist. (Successful completion of the work required for a graduate nurse may be substituted for one year of this required experience and training.)

Or III

Experience and Education: One year of experience as a radiologic technologist and successful completion of a two-year training program in radiologic technology approved by the Council on Medical Education and Hospitals of the American Medical Association, in collaboration with the American College of Radiology.

Special Personal Characteristics: Tact, alertness, vision sufficient to perform the essential functions of the job; empathetic understanding of patients of a State correctional facility; willingness to work in a State correctional facility; emotional stability; patience; and keenness of observation.

Special Physical Characteristics: Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Additional Desirable Qualifications: Education equivalent to graduation from high school. A Therapeutic Radiologic Technologist certificate.

NOTE: High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. Modern radiologic equipment and techniques

2. Regional and gross anatomy of the human body

3. Standardized radiologic clinical procedures

4. Thorough knowledge of the hazards of radiologic materials and the safety precautions required

5. The operation and care of modern radiologic equipment

6. Ordering and storing of supplies

7. The Department's Equal Employment Opportunity (EEO) Program objectives

8. A supervisor's role in the Labor Relations and EEO Programs and processes available to meet both these objectives

9. Principles of supervision

10. Principles and practices of governmental budgeting

B. Ability to:

1. Communicate effectively at a level required for successful job performance

2. Administer emergency aid for shock

3. Prepare solution used in processing x-ray film and process film

4. Keep simple records, file film correctly, and compile reports

5. Follow directions

6. Analyze situations accurately and take effective action

7. Establish and maintain cooperative working relationships with others

8. Plan, organize and direct the work of subordinate staff and inmates, youthful offenders or resident workers

9. Plan and prepare personnel, equipment and supply budgets

10. Effectively contribute to the Department's EEO objectives

If conditions warrant, this examination may consist solely of an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care to accurately complete their application. List all experience relevant to the "Minimum Qualifications" shown on this announcement. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) indicated on the attached listing of Local Testing Offices. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires **12** months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Senior Radiologic Technologist, CF (Supervisor), under the direction of the Chief Medical Officer, performs the full range of duties as the sole civil service Radiologic Technologist, CF, in a State correctional facility or personally performs the most difficult technical work; instructs, leads or supervises other civil service Radiologic Technologists, CF, as well as clerical staff, youthful offenders or inmates; maintains inventory, and is responsible for storage and dispensing of supplies; maintains procedure manuals; coordinates maintenance service on machinery; assists in the preparation of the radiologic department's annual budget; prepares patients for radiologic examinations; determines the most suitable anatomical posture and shields patients appropriately; position and operate stationary or portable radiologic machines and takes x-rays; process, develop, and fix x-ray films; prepare solutions for processing films; assist in fluoroscopic work; make copies of unusual cases and retain in a teaching file; keeps records and files; makes reports as needed; and other related duties as required.

Positions are located in institutions statewide with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Career credits or Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. **If you receive Veteran's Preference Points, you cannot also receive career credits in this examination.**

GENERAL INFORMATION

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: California law allows the granting of career credits in Open, Nonpromotional examinations. Career credits are three points added to the final qualifying score of each competitor who is a state employee with permanent civil service status or employees who have a mandatory right of reinstatement to such a position; or a full-time exempt employee with 12 months consecutive service; or individuals who have served one full year in or are a graduate of the California Conservation Corps (CCC) (eligibility expires 24 months after graduation from the CCC). Effective January 1, 1983, AB 3325 (1982) eliminated career credits for classes designated by DPA as managerial.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

CALIFORNIA MEDICAL FACILITY
P.O. Box 2000
1600 California Drive
Vacaville, CA 95696-2000
(707) 453-7082
TDD: (800) 735-2922

HIGH DESERT STATE PRISON
P.O. BOX 270220
Susanville, CA 96127-0220
475-750 Rice Canyon Road
Susanville, CA 96130
(530) 251-5100 EXT. 5634
TDD: (800) 735-2922
**(PLEASE NOTE: THIS INSTITUTION
ADMINISTERS DELEGATED EXAMINATIONS
FOR CALIFORNIA CORRECTIONAL CENTER)**

NORTH KERN STATE PRISON
P.O. Box 5007
2737 West Cecil Avenue
Delano, CA 93216-5007
(661) 721-2345 EXT. 5325
TDD: (800) 735-2922